October 31, 2005

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS

FROM: Tim Mason, Administrator

SUBJECT: **DPW PROJECT NO. 05-240**
New Aquatic Center Addition to Reed Gymnasium
Idaho State University
Pocatello, ID

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until **December 9, 2005**, MST at 5:00 p.m., for furnishing design services to the State of Idaho in two phases. The first phase will encompass Preliminary Design and Programming, probable cost of construction, and possibly designing the project in two construction phases for approval by the Agency and the Division of Public Works. The second phase will entail the completion of project design based on the approved Schematic design and Programming, probable cost of construction, and any proposed two phase project development.

Questions that arise as a result of this Request for Qualifications should be addressed to:

John S. Julian, Project Architect
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1904

Program clarification and additional data may be requested by appointment only, with Mr. Darrell Buffaloe, Director of Physical Plant Facilities, Idaho State University, Campus Box 8137, Pocatello, Idaho, 83209-8137. Phone, (208)-282-2209.

Idaho State University Student refunding and Improvement bonds will fund the project**.** The Division of Public Works will administer the project according to the terms and conditions of the

award and State laws and guidelines. The Architect will receive general instructions through the State. A Project Architect of the Division of Public Works will be assigned to serve as project Manager and liaison between the Department of Administration, the Agency, and the Architect.

DESCRIPTION OF PROJECT

The Reed Gymnasium Addition was conceived of as a means of addressing deficiencies in the existing recreational facilities. Necessary upgrades identified by student patrons and recreation staff focused primarily on improving the small swimming facility, which is more than 50 years old. Additional improvements addressing overcrowding, lighting and ventilation problems, expanding the weight room to include cardio-fitness facilities were also identified. The Campus Recreation Advisory Board and the student senate of ASISU endorsed the facility enhancement program. A senate resolution recommending a general activity fee increase supported the financial commitment to the project.

At more than 50 years old, the existing swimming pool has exceeded the average life span for indoor aquatic facilities and is mechanically outdated. The current pool is 25 yards in length and consists of 6 lanes. This pool will be used for recreational programs requiring warmer water temperatures and will not be part of the design/work scope of this project. The current indoor jogging track is located around the indoor tennis facility, causing a reduction in the size of the courts. The current weight and fitness areas are located in the basement of Reed Gym. These facilities have become over crowded. Reed Gymnasium was constructed in 1950 and is in good structural condition and is expected to continue serving the University for another fifty years. It is the expectation of the Recreation Department that the new aquatic center will generate additional revenues by leasing the facility to high schools and hosting swimming and diving tournaments. The aquatic center was requested by the students and will allow expanded hours and alleviate the overcrowding of existing facilities. It will help meet the needs of the Physical Therapy Department, the Physical Education Department, Intramural programs and the ISU Sports Clubs.

The new addition, comprising approximately 24,000 square feet, would be constructed at the east end of Reed Gymnasium where the existing outdoor tennis courts are now located. The addition will have two levels; the pool area on the main level and jogging track and storage, circulation areas, etc. on the second level. The addition will be separated by a walkway/vestibule to maintain separate atmospheres between the two buildings. The total project will include a new 50-meter, 10-lane swimming pool, diving well for competitive swimming programs, indoor jogging track and a weight/fitness area, along with support and storage areas. The diving well will have one and three meter boards and will allow the Physical Education Department to offer diving classes. The new swimming pool shall meet Intercollegiate Athletic Association requirements for swimming and diving programs.

The indoor jogging track would be placed above the pool area on the second floor or mezzanine, with an open glass area overlooking the pool.

The new weight and cardio-fitness center will be designed to accommodate three times the current participant requirements and could be located on the second level. Additional considerations for expanding the new weight room and showering areas into the existing open area between the indoor tennis facility and Reed Gym can also be considered as options. In addition, the new weight room must be designed to meet new equipment designs, lighting standards and aesthetics. Remodeling of the existing locker rooms areas in Reed Gym may also be part of the project work scope.

The new addition's exterior shall be design-sensitive to the existing exterior design of the Reed Gymnasium with its brick and Terra Cotta trims and glazing. Use new glazing as much as practical to maximize natural lighting.

The Aquatic Center Addition design should incorporate current technologies for heat recapture utilizing the water in the pool, water conservation, energy conservation, maximizing use of natural ventilation, delighting, and general lighting quality issues, and comply with ADA access requirements. Design should incorporate provisions for future utility technologies not now in use. The addition must have a stand-alone HVAC system design and humidity control and separate mechanical room/enclosure area. Additional considerations should provide for integrating utility/HVAC systems in the new addition with the existing Reed Gym building in the future. The entry sequence, check-in area, and offices will need to be added or expanded to accommodate the new facility.

The building addition must be sensitive to existing topography and site drainage and resulting impacts created by the addition. Consideration must be given to existing traffic, and pedestrian controls. Emphasis must be given to safe and easy access for traffic and bus loading and unloading at the site. Existing parking areas adjacent the building site may have to be reconfigured.

The successful design team will be required to provide design options for phasing the construction of this project based on the Agency priorities. The design team shall provide a aquatics indoor pool consultant who is a licensed mechanical engineer specializing in the design of HVAC systems for enclosed pool facilities, dealing with humidity problems and accelerated corrosion problem as well as issues with chlorine in such facilities. A Commissioning Agent will be selected under a separate contract with the State. The successful design team, and the Commissioning Agent will be expected to work together to develop a sound design with good operational performance for the life of the facility.

A schematic floor plan, "Exhibit A", illustrating some of the project's basic design requirements is attached for review by proposing firms.

REQUIRED SERVICES

The State is requesting submittals for complete design services including observation during construction. It is anticipated that authorization for Phase I services as described below, will be given and may or may not be followed by Phase II services.

A total project budget of **$6,500,000** has been established to include construction, fees, contingencies and tests.

The Architect and any consulting engineers shall be licensed to practice in the State of Idaho.

The Architect will be responsible for Programming, Schematic Design, and Design Development, and Construction Documents, to establish a minimum level of quality and economy with regard to aesthetics, green space, site restrictions, density, and quality of materials.

The Architect shall furnish design services in two phases. The first phase will entail Programming, Schematic Design, and an approved final Design Development incorporating all of the elements required by the Agency for the new addition. In this phase the Architect will provide a detailed cost estimate for review and approval by DPW and the Agency. In addition, during this phase, the Architect will develop a second construction phase and list suggested priorities for each phase for approval by DPW and the Agency based on the available project funds.

On approval of the first phase by DPW and the Agency, the second design phase will be approved for the completion of the Construction Documents phase, bidding, construction and Construction Administration, and substantial completion.

The Architect shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Architect will be required to meet monthly with the Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Architect shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Schematic Design services have been completed.

2. A Design Development Report and update to the Owner, Agency and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.

3. A final report at the conclusion of the Construction Document Phase to the Owner, Agency and PBFAC for any additional input and final acceptance.

PROPOSAL CONTENT

A. **Basic Qualifications**: Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data. Specifically identify the firm's makeup as to sole proprietorship, partnership, Professional Corporation and any relationships that include joint ventures, associations or other special or unique relationships. Indicate if the firm is a subsidiary of any other firm or if the firm or principals operate or participate in other professional firms.

   The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

B. **Specific Qualifications**: List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their

involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions that show ability to complete projects of this scope and type.

C. **Approach to Project**: Include a statement of your approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two pages.

D. **Past Performance**: Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.

E. **Examples of Work**: Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects who have done work for the Division of Public Works in the past three years, a reference to the project or projects similar to this specific project will be sufficient in lieu of examples.

F. **Special Requirements**: Provide information regarding specific involvement with this type of project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building. A licensed/certified aquatics pool consultant is required for this project who has a minimum of five (5) years of full-time experience with enclosed aquatic facilities with the associated HVAC, humidity control, chlorine systems design and accelerated corrosion issues.

G. **Additional Information**: Submittals must include complete business address, telephone and fax numbers of the firm, and their consultants, submitting their submittal. Submittals not showing ALL of this information will be considered unresponsive.

H. **Format**: To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor. **Submit five (5) copies of the submittal.**

EVALUATION / SELECTION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent Architect/Engineer will rank the submittals, and at least three, but not more than five firms will be selected for personal interviews.

Firms selected for personal interviews will be required to have members of the actual design team who are licensed in the State of Idaho, responsible for this project, make the presentation of qualifications to the evaluation committee. Presentation of a firm's qualifications in the interview by other than the actual licensed design team member designated in their proposal for this project will be considered unresponsive.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the semi-final point score.

Based on the results of the proposals and interviews, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting.

PROPOSED DATES:

Receive Submittals	December 9, 2005
Oral Interviews	December 19, 2005
Review by PBFAC	January 3, 2006
Negotiate Contract	January 18, 2006
Design Development presentation	April 21, 2006
Final Construction Documents	December 20, 2006

AWARD

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of $1,000,000 Professional Liability Insurance coverage, except in special circumstances.

The State reserves the right to reject any or all submittals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

END

Exhibit “A”

The attached schematic floor plan is for reference only and is meant to depict the intent of the Agency to identify their program requirements.